

DD/A Registry
85-0013/6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

3 December 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA

3 DEC 1985

J

1. D/O P wanted you
to see before Phone
staff does this thing.

2.

3.

Ex 0100A

5 DEC 1985

201

Very good

4.

DDA/Reg. log in

05 DEC 1985

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DDA/Phone -

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12.

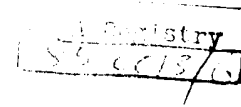
13.

14.

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3 DEC 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: FY 85 Accomplishments

1. The staff of the Office of Personnel had a great year. Each individual made his or her contribution. While space does not allow me to record each contribution, the following highlights the aggregate accomplishments.

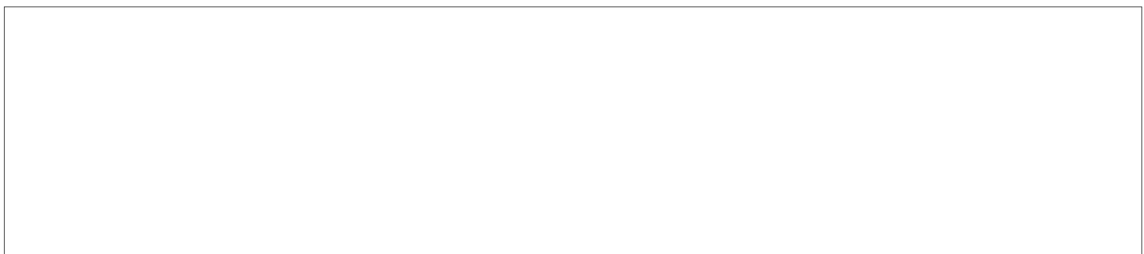
2. Employment.

- Second highest number of new employees entered on duty [] exceeded only by FY 84 []
- Largest CT influx in history.
- As directed, processing time was reduced below the mandated 120 day period.
- The effort to make potential applicants aware of the attractiveness of employment at CIA reached full strength:
 - Four placement director seminars were held involving over [] placement officers.
 - Seven new, attractive recruitment brochures, representing not only directorates but some individual offices, were published.
 - New recruitment film and TV videos were circulated.
 - Printed advertising reached a new peak.
 - Radio spot announcements were initiated.

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SUBJECT: FY 85 Accomplishments

25X1

4. Retirement. The third of the three R's for FY 85 (recruitment, relocation and retirement), retirement consumed much energy. While the final law has not yet been passed, looking back there appears to have been little we should have done differently. The knowledge and facts amassed by the people concentrating on the retirement package is probably better than in any other agency of the government, note that OMB had to turn to us for some statistical data.

25X1

6. A premium pay policy was established for DDO officers, an Agency first.

7. The 9.6 overseas pay was broadened to include all Agency employees serving abroad.

8. The banding experiment in the Office of Communications completed its first year with apparent success.

9. Central Travel Services was established and began providing services of common concern without a ripple of complaint. Expanded use of GTR's produced an annual savings of [REDACTED]

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10.. In another important Agency first, Congress approved a [REDACTED] dollar subsidy for the Agency's insurance program.

11. To understand the full range of achievements of the OP careerist, I urge you to thumb through the attached, more detailed, summary.

[REDACTED]
Robert W. Magee

ILLEGIB

Attachment

Page Denied

EMPLOYEE BENEFITS AND SERVICES

- ° Completed contract negotiations to develop and produce an annual employee benefits statement that will provide individual benefits information for our employees.
- ° Obtained approval to contract for a feasibility study on flexible benefits for Agency employees.
- ° Submitted to the Office of Management and Budget draft legislation for an Agency internally administered retirement program for all employees including those employed under Social Security since 1 January 1984.
- ° Developed and made available for viewing two retirement videos on "Retirement Benefits and Entitlements" and "Retirement Counselling and External Employment Assistance."
- ° Organized and conducted a successful five-day Retirement and Financial Planning Seminar.

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- ° Negotiated increased benefits for 1986--increased dental, added wellness bonus, waived deductible for retirees who are also enrolled in MEDICARE, and moved the coverage for routine physicals to basic benefit without a deductible.
- ° Improved UBLIC Program by reducing rates with a 10 percent subsidization, increasing available coverage to \$250,000, adding supplemental spouse coverage and increasing free coverage carried into retirement. Designed new UBLIC brochure and application. Processed approximately 200 UBLIC changes and new applications.
- ° Initiated a WANG tracking system for Overseas Medical and Workers' Compensation Programs.

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- ° Improved Specified Dread Diseases Program by adding coverage for three diseases, extending the time period for coverage from three to five years, and changing the liability from primary to secondary offering the program as supplemental to health insurance.

EMPLOYEE BENEFITS AND SERVICES (Cont'd)

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- ° Revised contract regulations relating to the use of annuitants and independent contractors.
- ° Instituted overseas TDY casualty assistance to provide on location assistance by members of the Personal Services Branch.
- ° Submitted a legislative initiative for one and one half year CIARDS credit where post differential is waived at an unhealthful post.
- ° Streamlined Administrative Allowance Committee (AAC) policies and procedures and published an AAC Policy Handbook that has facilitated salary and benefit payments
- ° Inaugerated the EAA Video Club, began publication of the EAA "Update", and increased EAA membership by 22.5%.
- ° Delegated certain staff personnel actions to senior career service personnel officers which has expedited processing and resulted in a higher degree of accuracy.
- ° Launched a successful campaign to recoup EAF delinquent loans; over \$11,000 has been collected.

CENTRAL TRAVEL SERVICES

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- Inaugurated a newsletter to publicize and provide guidance on travel topics and issues.
- Developed a procedure which can realize substantial savings in travel costs through the use of Government discount fares for the Agency's commercial contractors.
- Streamlined procedures to reduce waiting time (98% of our travellers, including applicants, are now served in 15 minutes or less).
- Obtained approval, as a recruitment incentive, to reimburse local applicants (an estimated 2,000 per year) for their travel expenses.
- Inaugurated a procedure to obtain Government discount fares for newly hired employees who are authorized EOD travel and elect to fly here (an estimated 10-15% of those authorized EOD travel).
- Introduced automation to improve the efficiency and productivity of our travel specialists.
- Detailed a travel specialist to the State Department to broker household goods problems for integrees.
- Met the Agency's travel requirements despite the disruptions caused by two major airline strikes (PanAm and United).
- Accommodated sizeable increases in travel activity over the records set in FY 1984, including a increase in foreign TDYs and an increase in tickets issued to applicants.
- Achieved a savings of \$5.7 million through the use of Government discount fares to obtain tickets for Agency travellers.

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POLICY, ANALYSIS AND EVALUATION

- ° Established and implemented the DCI Personal Service Award to provide a means of recognizing employees whose special efforts have helped their colleagues to achieve their goals.
- ° Modified the PERSIGN system to accommodate the COMMO pay banding experiment, the special secretarial pay scale, and the physical scientist pay scale.
- STAT ° Designed, developed, and installed an automated request system for Official Personnel Files which processed [] loan requests during FY 1985.
- ° Developed and delivered two computer assisted pay distribution models--one for the SIS bonus program and one for the COMMO pay banding program.
- ° Reorganized Information Division and Human Resources Planning Staff into Information Systems Division with a strong focus on automation planning, design, development, and utilization.
- ° Supported 130 individuals in 34 components using PRIM by running 5 PRIM training courses, conducting 4 user group meetings and maintaining 60 PRIM handbooks and 300 quick reference guides.
- ° Conducted 2,289 statistical studies and analyses in support of Agency personnel managers, a 100 percent increase over FY 1984 report production.
- ° Created an SIS biographic profile and automated network for use by senior Agency management, and automated the SIS bonus/stipend datalist.
- STAT ° Produced and placed in Official Personnel Files a revised, easier to read horizontal format biographic profile for each of [] employees.
- STAT ° Processed a record number of personnel transactions. For example:
 - Processed [] Personnel Actions (Form 1152), a 27 percent increase over FY 1984;
 - Filed 166,851 documents in Official Personnel Files
 - STAT - Coded [] PAR's;
 - Prepared and distributed 6,329 promotion certificates and 621 QSI certificates;
 - Performed qualifications analyses of 3,582 Official Personnel Files and coded 7,801 overseas duty records and 3,388 language proficiency records;

POLICY, ANALYSIS AND EVALUATION (Cont'd)

- Responded to 28,546 inquiries for information from the Central Employee Locator (CEMLOC) system; and,
- ° Developed a sophisticated computer model for headroom promotion forecasting and applied it to several career subgroups.
- ° Implemented OC banding on 20 January 1985 and reviewed the first merit awards.
- ° Supported ExDir Task Force on Secretaries and negotiated a contract with Towers, Perrin, Forster and Crosby (TPF&C) to validate the results of task force efforts.
- ° Completed position management and classification surveys of 11 major Agency organizations involving 2,744 positions located at Headquarters and in the domestic and foreign fields.
- ° Completed position evaluations on 527 ad hoc requests submitted from components throughout the Agency.
- ° Developed occupational standards for the evaluation of Budget and Finance, SIGINT Operations Officer, and Intelligence Assistant positions.
- ° Extended eligibility for Sunday Premium Pay to part-time employees.
- ° Implemented a new pay and training program for Office of General Counsel legal secretaries.
- ° Developed ranking criteria for and completed a classification study of the ten OMS Regional Medical Officer positions resulting in the recommendation to upgrade two of the positions to the SIS-1/2 level.
- ° Developed and implemented a Senior Program (through grades GS-13) for the IO-Foreign Document occupation in FBIS.
- ° Completed the review of 134 new FY 1986 SIS position requests submitted by the five Career Services and made a recommendation on new positions, based on that review.
- ° Implemented Agency unique Physical Science and Engineering pay schedules.
- ° Extended eligibility for Overseas Premium Pay to all full-time staff/contract employees selected for overseas assignment.

POLICY, ANALYSIS AND EVALUATION (Cont'd)

- ° Examined the impact of information processing and telecommunications on clerical positions in the domestic field and implemented selected position upgrades to reflect the performance of technical duties.
- ° Developed a premium pay proposal for administratively uncontrollable overtime for foreign and domestic field personnel.
- ° Completed a study on employees accompanying spouses to the field and implemented the approved recommendations.
- ° Implemented a policy allowing employees entering the Employee Spouse Program to retain their annual leave in escrow instead of receiving a lump sum payment.
- ° Eliminated the requirement to liquidate annual leave in excess of 160 hours before advanced sick leave may be approved.
- ° Defined and clarified reemployment rights.
- ° Examined, in the spirit of excellence, numerous personnel policies to extend employee benefits. Resultant recommendations are awaiting final approval. Topics include benefits to spouses overseas, sick leave for family illness, LWOP, annual leave, emergency visitation travel, coverage of part-time employees under the Missing Persons Act, foreign gifts, overtime compensation and overtime pay.
- ° Arranged with the DDA Executive Officer for a method of assuring the simultaneous publication and release of Headquarters Notices and WWSB telepouches.
- ° Published the following OP-initiated issuances: 21 regulations, 60 notices, 47 employee bulletins, and 16 OP memorandums.
- ° Handled the administration of 706 cases for the Applicant Review Panel and 45 requests for aivers.
- ° Established a Task Force to identify and resolve security information hazards to Agency personnel.
- ° Handled 23 cases for 20 meetings of the Personnel Evaluation Board.
- ° Administered a number of sensitive employee cases, for example;
 - 56 involuntary separations;
 - 116 adverse actions; and

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POLICY, ANALYSIS AND EVALUATION (Cont'd)

- ° Planned and began the development of an automated, quick access, stand-alone database that will ultimately store all future SAS case records plus the 32,000 records in three separate alphabetical listings and a 30-year survey of PEB cases.
- ° Coordinated the meetings of the Overseas Candidate Review Panel (OS, OMS, DDO, SAS) and reviewed procedures to preclude, as much as possible, any reoccurrence of the situation.
- ° Designed and began development of a database to track and report on continuing Agency employee relationships with foreign nationals.

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EQUAL EMPLOYMENT OPPORTUNITY

- ° Selected 20 minorities to fill Officer/Technical positions through the Agency's Upward Mobility Program.
- ° Entered on duty 13 applicants through our special emphasis programs (2 Hispanic, 3 Black, 8 Handicapped).
- ° Attended 89 recruitment activities.
- ° Obtained Carl Rowan's support as speaker for Black History Month observance, and two of his radio broadcasts were devoted to minority recruitment for the Agency.
- ° Assisted in bringing the day-care center, a concept which began with the Federal Women's Program, to full approval.
- ° Brought in six participants in the Summer Fellowship Program.

PERSONNEL AND CAREER MANAGEMENT STAFF

- ° Initiated an advertising and recruitment program which resulted in the hiring of 21 officers which was a number greater than in any year in more than 25 years.
- ° Arranged for assignments and reassignments of 343 employees including EOD's, rotational assignees, and assignments with change of career service designation.
- ° Administered an internal training program comprised of 29 course runnings and 393 student enrollments.